



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

September 26, 2008

To: Supervisor Yvonne B. Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
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First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

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Fourth District

MICHAEL D. ANTONOVICH
Fifth District

HEALTH AND PUBLIC HEALTH GRANT OPPORTUNITIES

On March 4, 2008, on motion by Supervisor Burke, your Board instructed this Office to work in conjunction with the Directors of the Departments of Health Services (DHS) and Public Health (DPH) to: review current practices and procedures within their departments for identifying and responding to requests for grant proposals and make recommendations for improvements to each department's policies to yield greater parity to help those areas with the highest need; develop a tracking system, whereby your Board receives notifications on a quarterly basis of any missed grant opportunities by DHS and DPH, including any individual facilities; and to report back to your Board within 30 days with findings and recommendations.

On August 12, 2008, we provided your Board with a status report of our review and findings regarding the departments' current grant practices. In summary, we found that neither department had a centralized, uniform method to track or share grant information throughout its organization. We reported that efforts were underway to explore best practices of other County departments to enhance DHS' and DPH's ability to identify and develop proposals for grant funding, as well as monitor and track grant-related activity. This is to provide your Board with a final report of our findings and recommendations to improve grant practices, within both DHS and DPH.

This Office, in working with DHS and DPH, determined that adding a central grant research component would improve grant solicitation and better ensure that all departmental units are notified of available grants. The centralized grant process will facilitate research, compilation and dissemination of grant information systemwide.

"To Enrich Lives Through Effective And Caring Service"

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This centralized function is targeted for implementation by January 2009. Upon implementation, each department will identify a central project coordinator and program/facility contacts to ensure wide distribution of information on grant opportunities. The project coordinators will be responsible for researching, compiling and disseminating information on grant opportunities to departmental units via e-mail to program/facility contacts. In addition to information currently received by both departments, the project coordinator will be responsible for signing-up with on-line, subject matter list service agencies, to receive project and/or program specific information on grant opportunities. This information will be filtered for appropriateness and disseminated by the project coordinator to project/facility contacts electronically, on an ongoing basis. This centralized function will be implemented utilizing existing departmental resources.

Departments will centrally track and manage its grant applications and awards through the Grant Management System (GMS), a newly developed module of the County's eCAPS system. Program staff will continue to determine eligibility and apply for grants; the new process will require the grant information to be entered into the GMS where it can be viewed by the department's eCAPS users. Functions of the new module will include, among other things: the ability to track the life cycle of a grant, from opportunity to award; tie corresponding invoices to a grant; and improve reporting and auditing capabilities. The module will be accessible to all eCAPS users at no additional cost. It is currently in a pilot stage and DPH is participating in the testing component of the module. GMS is estimated to be implemented by DPH in spring 2009. The module will be rolled out to DHS at a later implementation phase; until then, DHS will track the data manually. Other County departments that are participating in the pilot phase are the Department of Public Works and the Sheriff's Department among others. The eCAPS GMS will be a powerful monitoring tool.

GMS will capture various information which will be used by departments to conduct data analysis and reporting grant opportunities and awards to your Board on a quarterly basis; as well as, Service Planning Area information to help analyze parity.

In response to your Board's instruction to report on any missed grant opportunities, we have found that there are thousands of health-related grant opportunities available. However, the County may not meet requirements, grant deliverables or specific criteria; resources may not be attainable within grant time limits; conflicts may exist with program priorities and objectives; and other restrictions. Therefore, not all available grants are pursued by the County.

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If you have any questions or need additional information, please contact me or your staff may contact Dorothea Hayes at (213) 974-6837, or at dhayes@ceo.lacounty.gov; or Tami Omoto-Frias at (213) 893-9741, or at tomoto-frias@ceo.lacounty.gov.

WTF:SRH:SAS
MLM:DHH/TOF:yb

c: Executive Officer, Board of Supervisors
 County Counsel
 Interim Director, Department of Health Services
 Director and Health Officer, Department of Public Health

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